



ABC Contractors Inc
55 Main Street Sometown, PA 99999
(555) 555-5555

Tuesday, June 5, 2012

To: Architects R Us
243 Terrace Way
Sometown, US 55555-2345

Attn: Jane Doe

Re: Invitation to Bid on Sample 1 Proj#12321 Job#32464

Dear Ms. Doe:

You are invited to bid on supplying samples and supplies to ABC Company- Sample Project 1 Proj# 12321 Job#32464, in accordance with the specifications attached.

Bids on these items are to include any applicable charges including installation, balancing, disposal fees, freight, shipping, taxes, etc.

Bid prices must be in effect for the period of one year, with the option of extending it for one additional year. The Owner reserves to right to accept or reject any or all bids and to waive informalities. This contract will not be awarded solely on the basis of the lowest price alone. Other factors will be the material quality, reputation of bidder and response time.

Sincerely,

John Smith

John Smith



ABC Contractors Inc
55 Main Street Sometown, PA 99999
(555) 555-5555

Tuesday, June 5, 2012

To: Brown Contruction
810 Tree Street
Anywhere, US 55555-5551

Attn: Tim Brown

Re: Invitation to Bid on Sample 1 Proj#12321 Job#32464

Dear Mr. Brown:

You are invited to bid on supplying samples and supplies to ABC Company- Sample Project 1 Proj# 12321 Job#32464, in accordance with the specifications attached.

Bids on these items are to include any applicable charges including installation, balancing, disposal fees, freight, shipping, taxes, etc.

Bid prices must be in effect for the period of one year, with the option of extending it for one additional year. The Owner reserves to right to accept or reject any or all bids and to waive informalities. This contract will not be awarded solely on the basis of the lowest price alone. Other factors will be the material quality, reputation of bidder and response time.

Sincerely,

John Smith

John Smith



ABC Contractors Inc
55 Main Street Sometown, PA 99999
(555) 555-5555

Tuesday, June 5, 2012

To: General Contractors, Inc.
7200 Seaview Terrace
Anywhere, US 55555-6987

Attn: Greg Towne

Re: Invitation to Bid on Sample 1 Proj#12321 Job#32464

Dear Mr. Towne:

You are invited to bid on supplying samples and supplies to ABC Company- Sample Project 1 Proj# 12321 Job#32464, in accordance with the specifications attached.

Bids on these items are to include any applicable charges including installation, balancing, disposal fees, freight, shipping, taxes, etc.

Bid prices must be in effect for the period of one year, with the option of extending it for one additional year. The Owner reserves to right to accept or reject any or all bids and to waive informalities. This contract will not be awarded solely on the basis of the lowest price alone. Other factors will be the material quality, reputation of bidder and response time.

Sincerely,

John Smith

John Smith



ABC Contractors Inc
55 Main Street Sometown, PA 99999
(555) 555-5555

Tuesday, June 5, 2012

To: Sample Company
55 Lakeview Drive
Sometown, US 55555-5555

Attn: Tom Smith

Re: Invitation to Bid on Sample 1 Proj#12321 Job#32464

Dear Mr. Smith:

You are invited to bid on supplying samples and supplies to ABC Company- Sample Project 1 Proj# 12321 Job#32464, in accordance with the specifications attached.

Bids on these items are to include any applicable charges including installation, balancing, disposal fees, freight, shipping, taxes, etc.

Bid prices must be in effect for the period of one year, with the option of extending it for one additional year. The Owner reserves to right to accept or reject any or all bids and to waive informalities. This contract will not be awarded solely on the basis of the lowest price alone. Other factors will be the material quality, reputation of bidder and response time.

Sincerely,

John Smith

John Smith